

State of Tennessee
Department of Commerce & Insurance

HELP AND FREQUENTLY ASKED QUESTIONS

- Who to contact for help?

If a licensee has questions about their license during the online renewal they should contact:

- Tennessee Board of Examiners for Land Surveyors
- 500 James Robertson Parkway
- Nashville, TN 37243-1146
- 615-741-3611
- 615-741-1245
- Donna.Moulder@tn.gov

If a licensee is experiencing technical problems or needs technical assistance they will contact:

Tennessee Anytime Help Desk

Phone: 615-313-0300 or toll-free at 1-866-8TN-EGOV

E-mail: help@tennesseeanyttime.org

- What is the license renewal fee?
 - List License Type – ***Professional Land Surveyor (active)***
 - Fee - ***\$280.00 - Certificates of registration expire on December 31 of each odd-numbered year and are invalid after such date unless renewed. It is the sole responsibility of any person registered as a land surveyor to renew such person's registration on or before the date of its expiration.***
 - Additional Fee – *N/A*
 - Total License Fee - ***\$280.00***

 - List License Type – ***Professional Land Surveyor (inactive)***
 - Fee - ***\$280.00 - Certificates of registration expire on December 31 of each odd-numbered year and are invalid after such date unless renewed. It is the sole responsibility of any person registered as a land surveyor to renew such person's registration on or before the date of its expiration.***
 - Additional Fee – *N/A*
 - Total License Fee - ***\$280.00***

- How early can I renew my license:
 - The renewal lead time before the license expires – ***60 days***

- What are the renewal requirements?
 - List all the requirements – *Pay renewal fee \$280.00 every odd year (biennial renewal)*
 - *Submit 15 hours of continuing education every year*
- What if my license has expired?
 - How much time do you allow licensees in expired status to still renew with a late fee? *Certificates of registration shall be subject to late renewal for a period of one (1) year following their expiration date by payment of the renewal fee, plus a penalty in an amount as set by the board, for each month or fraction thereof which elapses before payment is received. Any person whose registration has expired for more than one (1) year shall make application for registration; provided, that the board may, in its discretion, waive any further examination of such an applicant.*
 - How much is the late fee? *\$20.00 for each month or fraction thereof which elapses before payment is received*
 - What happens after the licensee has exceeded the grace period to renew? *He has to reapply.*
 - If a licensee needs additional information, who should they contact?

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500 James Robertson Parkway
Nashville, TN 37243-1146
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- Can I renew a retired license online? *Yes*
 - If so, what are the requirements? Go to our website at www.tn.gov/commerce/boards/surveyors. You can only pay your renewal fee online. Your continuing education, which MUST include the current year's reporting form (also available on our website) and your certificates of attendance, must still be mailed to the board office or emailed to donna.moulder@tn.gov.
- Can I get a replacement license online? *No*
 - If so, what are the requirements?